

California National Guard - Human Resources Office

Army Active Guard Reserve (AGR) Enlisted Vacancy Statewide Vacancy Announcement

1 POSITION

Announcement Number: 143-12		Opening Date: 1 August 2012	Closing Date: Open Until Filled
Position Title: Human Resources SGT	UIC/TDA/UMR Para/Line Number: 7LKAA/003-02	DMOS/Branch: 42A3R	Maximum Grade: E6 Minimum Grade: E5
BDE/Unit Name and Address: SRCOM: 9th CST (WMD) 9 th CST (WMD) 11302A Independence Road Los Alamitos, CA 90720		Selecting Official: Commander, 9 th CST (WMD)	Personnel Eligible to Apply: Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Enlisted <input checked="" type="checkbox"/>
Security Clearance Requirement: <input type="checkbox"/> None <input type="checkbox"/> Top Secret <input checked="" type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input type="checkbox"/> National Agency Check-LC		Minimum Military Education Requirements: Appropriate Military Education for Grade	

Note: Statewide means: Must be a Current California Army National Guard member in order to apply.

Conditions of Employment

IAW AR 135-18 and NGR (AR) 600-5 applicants must meet the following requirements prior to applications being forwarded for board consideration:

- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Initial AGR tours are three (3) years. Initial AGR tour is three (3) years upon completion of Civil Support Skills Course (CSSC) with extensions up to six (6) years with the WMD-CST. **Initial AGR tour is contingent upon successful completion of Duty Occupational Medical Examination and CSSC. Failure of either requirement will result in the release from the AGR program.**
- Applicants that are currently on an Excepted Federal Technician status and are selected for the AGR Program must resign or separate from their Technician position prior to the effective date of hire. Selected applicants will submit a copy of their Technician resignation to the AGR Branch prior to AGR orders being published.
- Stabilization Policy: IAW NGR (AR) 600-5 Chapter 2, Para 2-6(f). Soldiers entering an initial three-year tour must serve a minimum of 36 months if not MOS qualified, 24 months if qualified. This time period is waivable to 18 months before a soldier can be considered for another AGR position within the State. **A waiver request must be submitted IAW TAAI 09-13 for initial tour Soldiers with 18 months on AGR status.**
- For the purpose of sustainment requirements and upon selection, Soldier will sign a memorandum of understanding prior to orders being published by this headquarters. The memorandum of understanding states that the Soldier will voluntarily be removed from the promotion list upon the effective date of hire for a period of 12 months prior to a promotion board cycle.
- Enlisted soldiers must meet minimum stabilization requirements stated in CAARNG Pamphlet 600-200, Para 2-5.
- Soldiers must be eligible for reenlistment or extension IAW NGR 600-200 (ARNGUS) or AR 140-111 (USAR), unless the disqualification for reenlistment or extension can be waived under these regulations.
- Soldier must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.
- Soldier must not be Flagged (Adverse, APFT, or Height and Weight) or be in a Medical Non-Deployable (MND) status (IAW AR 40-501, pregnancy is not a disqualifying condition).
- Soldier must currently meet the security clearance requirement.

Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active federal status, retention control point (RCP) or reaching the age of 60.
- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.

Applicants selected for the AGR Program must meet medical qualifications prior to entry:

- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.
- IAW AR 135-18, Table 2-1 Rule C (3) and NGB-ARH-08-025. Prior to entry on AD or FTNGD in AGR Program, applicants must meet medical fitness standards. PHA must be within 12 months.

Primary Duties and Responsibilities

Human Resources SGT for the 9th (WMD) CST-22 person active guard reserve unit. Responsible for the accuracy and timeliness of all unit personnel actions including pay, leave, travel, orders, evaluations, awards, and promotions. Ensure unit personnel are informed of current administrative and personnel management procedures. Provides Administrative support for CST members while in garrison and during team deployments.

The Team is operationally ready 24 hours a day, 7 days a week for real world missions and training exercises. May work under hazardous and potentially life threatening conditions. Perform duties as a Decontamination Team Member during CST real world and training missions.

Preferred experience: Experience with the use of DTMS, DTS, RCAS, MILPO Applications, AFCOS, GFEBS and ATRRS. Background in military or civilian support to civil authorities experience (fire, law enforcement, EMT, etc), CBRN defense, or emergency response. Demonstrated leadership potential, effective interpersonal communications skills, and ability to act independently with minimal supervision and guidance. Background in chemistry or biology and basic computer skills

Specialty Qualification Requirements

- Applicants must be 42A MOSQ. Soldiers who have not completed Initial Entry Training (IET) are ineligible to apply.
- Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21
- A physical demands rating of moderately heavy.
- A physical profile of 222222.
- A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
- A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
- A minimum score of 95 in aptitude area CL on ASVAB tests administered prior to 2 January 2002.
- Normal color vision.
- Requires mandatory formal training IAW MOS.

Fully qualified applicants may be directed during the selection process to accomplish the following:

- 1) Make a personal appearance and/or telephone interview before the AGR Selection Board (at the expense of the California National Guard).
- 2) Take the Army APFT and obtain a minimum score of 250.

- 3) Demonstrate proficiency of CBRN common tasks.
 - 4) Demonstrate an understanding of the Civil Support Team Program by giving a Civil Support Team capabilities briefing to the selection board.
 - 5) Take the Level A Skills Evaluation (LASE) Test. The test consists of maneuvering through an obstacle course while wearing a fully-encapsulated Level A personal protective suit with a Self Contained Breathing Apparatus (SCBA). This test will be physically demanding and will familiarize the candidate with Level A operations.
 - 6) Provide supervisory references that may be contacted by the Selection Board.
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier.
 - Must have no non-waivable record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the MOS.
- Must have no non-waivable convictions or criminal offenses listed as a misdemeanor or felony outlined in AR 601-210, chapter 4.
- Military Status: Full-Time Military Title 32 Section 502 (f) (AGR).

Instructions for Applying

Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet it will be returned to the applicant due to lack of information: *(Please No binders)*

- NGB Form 34-1 dated 20101105(with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.
- Applicant's Worksheet found at <http://www.calguard.ca.gov/cahr/Pages/ArmyAGR.aspx>. Ensure that all items are completed in Parts I and Part II of the Notification of Results California National Guard Position.
- Three-quarter-length photograph (from the quadriceps up) in a duty uniform (Class A, B or ACU) taken within the previous 12 months ("Official" DA Military photograph is not required). Recommend 3 X 5 portrait, Best is 4X6 portrait.
- Enlisted Biographical Summary.
- Letter to the Board addressing qualifications, skills or training applicable to the position.
- **Certified copy** of DA Form 2-1, Enlisted Record Brief (ERB) or Personnel Qualification Record (PQR).
- **Certified copy** of any official document demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. To include DD form 1966-1, Recruiters worksheet or the official test results. ([Certified Copy – See frequently asked questions](#))
- Last 5 years of NCOERS. (Supervisor must provide written statement/memo providing information as to why soldier's NCOERS are not available).
- **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen, ensure that height and weight are annotated. ([Certified Copy – See frequently asked questions](#))
- Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).
- Current IMR record printout from MEDPROS (Available on AKO). <https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select **IMR record**).
- All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy must include bottom portion that identifies SPD code).
- RPAS statement (NGB Form 23B retirement points statement).

- Security Clearance Letter of Verification. (Letter of Verification can be obtained from the Brigade level Security Manager).
- Current DMV print out (within six months) must be enclosed with this packet. Must have a current driver's license. DMV online Driver's record can be submitted if it shows soldier's name, current address, current driver license status and history on it. California DMV link: <http://dmv.ca.gov/online/dr/welcome.htm>. Soldiers unable to obtain a current DMV print out due to mobilization must provide a memorandum of justification. Upon return from mobilization, Soldiers must provide a DMV print out prior to orders being published.
- Applicants who answer YES to questions 8 or 12 – 16 of section IV, NGB Form 34-1 20101105, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 3, 8, and 635-200 Chapter 11.**
- **Submit application to:** Joint Force Headquarters, ATTN: NGCA-PEZ-AGR, Box 5, 9800 Goethe Road, Sacramento, CA 95827-3561. Please see the frequently asked questions on our web page. **DO NOT USE APPROPRIATED GOVERNMENT FUNDS TO MAIL APPLICATION.**

Note: If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ERB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3404. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSURES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.**

Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.